



TOWN OF SAUGUS

SAUGUS RETIREMENT BOARD
25R MAIN STREET
TOWN HALL ANNEX
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-7656

Fax: (781) 231-4067

Email: aquinlan@saugus-ma.gov

CHANGE OF ADDRESS FORM

Please advise the Saugus Retirement Board as soon as possible for any change in your mailing address (whether the change is permanent or temporary). We cannot accept address changes over the telephone. You should mail or fax this information as soon as possible. Even if you are retired on direct deposit, other documents are sent which cannot be forwarded. (1099R, statements etc.)

If you have a temporary residence for a few months each year, i.e. winter in Florida, please provide us with the dates you will be at each address.

Name _____ Social Security Number _____
(Please Print)

Old Address _____
(Number and Street – and/or P.O. Box)

(City/Town) (State) (Zip Code)

(Area Code and Phone Number)

New Address _____
(Number and Street – and/or P.O. Box)

(City/Town) (State) (Zip Code)

(Area Code and Phone Number)

Please record my new address as: (Check One)

_____ Permanent Change

_____ Temporary Change

I wish to receive mail at this address

I wish to receive mail at this address

Beginning on ____/____/____

Beginning on ____/____/____

And continue until further notice.

And continue until further notice.

Recipient's Signature _____ Date _____

A Power of Attorney, Guardian or Conservator may sign this form as long as a copy of the legal document is on file with the Saugus Retirement Board.